

OSA 5041-63

19 September 1963

MEMORANDUM FOR : Assistant Director, Office of Special Activities  
SUBJECT : Daily Roster of Meetings and Visitors

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1. At the DD/S&T Staff Meeting the morning of 19 September, [redacted] Executive Officer for DD/S&T, announced that beginning today hopefully the Office of the DD/S&T would make a telephone survey of each Assistant Director's office at the close of business to determine therefrom the following two items for the next day.

a. The names of any important visitors expected from industry the following day, their company affiliation and position, and the purpose of their visit.

b. Meetings scheduled for the following days with industry, university officials, other Government agency principals, etc., should also be reported.

2. The Executive Officer, DD/S&T, will then pull together this information from the entire directorate and publish each morning at 0830 a manifest of the day's activities as they affect each component.

3. I am not quite certain how this will work out in practice, but until we have a feel for it, I believe we should ask each Staff and Division Chief to report by the close of business each day those meetings which he is scheduling for the next day with contractors, together with the names, ranks, and serial numbers of the participants. I do not think we need to be absurd about this and detail this list down to the last man when, for example, a delegation from NORAD hits town, but in general we should be responsive to this request. This will also afford the front office something I have long felt we needed; namely, a forecast of activities for the following day.

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